

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 178

Alexandria, VA

1 October 2001

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 October 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 19-01; 38-01(E); 43-01(E) and 44-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 177 cover page.

BRIEF OF REVISION

These are the major changes made by Change 178:

U1010-B7; U5385. Changes "self-procured" to "personally-procured" for consistency.

U3100. Proposes new wording and reorganization intended to simplify, update and align the JFTR/JTR on common carrier travel and transportation policy.

U5243-D; U5246. Clarifies that transportation authorized in JFTR, par. U5243-B3 may not be paid a member for a child attending a school in the U.S. for the purpose of obtaining a secondary education if the child is eligible to attend a secondary school for dependents that is located at/in the vicinity of the member's PDS and is operated under the Defense Dependents' Education Act of 1978 (20 U.S.C. §921).

U5440. Inserts a new reference that refers back to the provisions under U5410-A where it talks about transporting from VPC to VPC to clarify note under par. U5440-A and corrects the reference to POV storage in Chapter 5, Part E2.

U7150-A4d(1). Updates a reference.

U9107-B3a. Explains that there is no MIHA entitlement for local moves that initiate a second or subsequent MIHA payment.



0516LP1009828

U9207-A. Edits to TLA extra room charge.

Appendix A. Revises the new Government Meal Rates for FY 2002

Appendix F. Clarifies the amount of consumables that may be shipped per tour year.

Appendix T. Corrects information.

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JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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CHAPTER 1

APPLICABILITY AND GENERAL INFORMATION

U1000 NOT USED

The regulations in this Volume pertain to travel and transportation. They are issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C.

U1005 APPLICATION

This Volume contains basic *statutory regulations* concerning official travel and transportation of members of the Uniformed Services. *There may be circumstances when travel and transportation entitlements are prohibited and are so stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized. All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.*

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The allowances include:*

1. environmental and morale leave transportation,
2. travel and other expenses for dependent education,
3. home visitation between consecutive tours,
4. dependent travel in connection with TDY,
5. dependent visitation,
6. dependent care expenses connected with training of responsible dependents,
7. representational travel by dependents,
8. removal of dependents and HHG,
9. shipment of a POV

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, ATTN: DA, Washington, DC 20340-5339.

U1010 IMPLEMENTATION

A. Entitlement Regulations. *The regulations in this Volume require no further entitlement implementation. When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.*

C. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below.

1. completion and submission of travel vouchers;
2. order endorsements related to foreign flag carriers (par. U3125-C4);
3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, F, G and H - see par. U5020)), may be made. (Also, see pars. U5165, U5250, U5580, U6013-A and U6013-B, U6060-A and U6060-B, U9116-B, and U9208);
5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
7. claims for personally-procured HHG transportation (see pars. U5320-D);
8. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474; and U5520);
9. personal emergency determination (see par. U7205-A);
10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
11. currency loss/gain procedures for OHA (see par. U9116-B);
12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-I, Example 4, after step 3);
13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT), and,
14. establishing childrens' dependency (see Appendix A definition of DEPENDENT).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

U1019 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

U1023 COMPTROLLER GENERAL (CG)/OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG/OSD GC. CG/OSD GC decisions provide guidance for similar circumstances involving the same circumstances.

PART B: TRAVEL BY COMMON CARRIER**U3100 GENERAL*****A. Travel/Transportation Policy**

1. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. U3125 and U3130 for exceptions.
2. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.
3. GSA City-Pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. U3145-A for Contract City Pair Policy and Exceptions. City pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as COT).
4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations are addressed specifically in pars. U3125, U3130, and U3135, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-D.
9. Dependents' Seating. Each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). A member on TDY orders is entitled to travel/transportation allowance NIE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a **non-PDS** location:

1. the traveler must pay excess travel/transportation costs; and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while member is on official leave, see par. U4105-F.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see par. U3145.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

A. General. A member may not be reimbursed for personally-procured transportation when a specific transportation mode is directed (as distinguished from authorized) to travel by a specific mode (Government/Government-procured, transoceanic or transportation furnished by a foreign government or Government contractor). Otherwise, the member is entitled to reimbursement of transportation cost as prescribed in pars. U3110-B through U3110-F. Reimbursement may not be more than the cost of accommodations prescribed in pars. U3125, U3130 and U3135. See Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), limits in pars. U3110-B and U3110-C must be reduced by its cost.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel-Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation is not available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode was not available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL**A. Travel Arrangement Requirements**

1. Uniformed Service Members. When making travel arrangements, uniformed service members are required to use the following (except as provided in par. U3120-B.):

- a. a CTO (see Appendix A for definition),
- b. in-house travel office, or
- c. General Services Administration (GSA) Travel Management Center (TMC).

2. DoD Members. DoD members are required to make all travel arrangements in accordance with:

- a. DoD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
- b. DoDI 4500.42 (DoD policy regarding passenger transportation reservation and ticketing services); and
- c. Service regulations.

3. Non-DoD Members. Non-DoD members are required to make travel arrangements in accordance with Service regulations.

B. Use of Travel Agent Not Under Government Contract (Non-Contract Travel Agent) or Direct Purchase from Common Carrier. A non-contract travel agent or common carrier direct purchase may be used under the conditions in par. U3120-B1, but use must be authorized/approved by the order-issuing official.

NOTE: When a non-contract CTO is used, the member must demonstrate that use of a contract CTO was attempted.

1. Authorized/Approved Conditions

a. Unusual Circumstances. A non-contract travel agent may be used in unusual circumstances when there is no alternative.

b. Foreign Country. A non-contract travel agent may be used in a foreign country if CTO services:

- (1) are not reasonably available, and
- (2) ticketing arrangements cannot be made through a branch office or general agent of an American-flag carrier.

c. Group/Charter Travel. NOAA Corps and PHS members may use group/charter travel made through a non-contract travel agent in accordance with Service regulations. Payment may not exceed costs authorized under this Chapter (B-103315, August 1, 1978).

d. Foreign Vessel/Aircraft Transportation. Travel at personal expense on foreign vessels/aircraft is allowed only when the conditions in par. U3125-C or U3130-F are met.

2. Payment Limitation. Reimbursement for transportation arranged through authorized/approved use of a non-contract travel agent or common carrier direct purchase, is limited to the amount the member would have paid if the arrangements had been made directly through the carrier(s).

C. Travel Agency Use to Obtain Transportation on Ships or Aircraft of Foreign Registry. *Reimbursement for transportation is not authorized for travel at personal expense on ships or aircraft of foreign registry unless the conditions in par. U3125-C or U3130-F are met.*

D. Payment to Travel Agency. *No payment may be made to a travel agency for transportation charges in excess of those properly chargeable had the requested service been obtained by the traveler directly from the carrier(s) involved.*

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in par. U3125-B3;
- d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. *when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."*

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

U5375

Temporary Storage

- A. General
- B. Time Limits
- C. Temporary Storage for HHG Transported from NTS to Destination
- D. Temporary Storage Converted to NTS
- E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage
- F. Further PCS Orders Received After the Member Arrives at a New PDS
- G. Orders Amended, Modified, Canceled or Revoked
- H. Short Distance Moves

U5380

Nontemporary Storage

- A. General
- B. Place of NTS
- C. NTS as an Alternative to Transportation
- D. NTS Converted to Temporary Storage
- E. NTS of HHG Currently in Temporary Storage
- F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
- G. NTS Incident to Occupancy of Government or Government Controlled Quarters and Incident to Vacating Local Economy Quarters
- H. NTS When Ordered on PCS to a Remote CONUS area With a Housing Shortage
- I. Successive Periods of Entitlement to NTS
- J. Orders Amended, Modified, Canceled or Revoked
- K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation
- L. Time Limits

U5385

Advance of Funds

PART E: POV TRANSPORTATION AND STORAGE
SECTION 1: POV TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
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U5405	Eligibility
U5410	Transportation <ul style="list-style-type: none">A. Transportation PermittedB. POV Shipment When Transportation to the New PDS Not PermittedC. Replacement POV TransportationD. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late
U5413	Travel Reimbursement for POV Delivery and/or Pick-up <ul style="list-style-type: none">A. GeneralB. POV Delivery/Pick-up When Travel is not Concurrent with PCS TravelC. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route InvolvedD. Concurrent POV Pick-up Accomplished with Member's PCS Travel and no TDY En Route InvolvedE. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route

- U5414** **Transportation of POV to/from PDS**
A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS
B. Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS
C. Transportation of a POV Within CONUS Incident to PCS
- U5415** **Transportation Restrictions**
A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area
B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
C. Restriction on Size of Vehicle
D. Combining POV Weight Limitations When Husband and Wife Are Members
- U5425** **Transportation Methods**
A. Government/Commercial Transportation
B. Personally Procured Transportation
- U5435** **Ports Used**
A. Designation of Ports
B. Alternate Ports
C. Transshipment from a Designated Port
- U5440** **Factors Affecting POV Transportation**
A. POV Transportation May Be Deferred
B. Shipping Error
C. Orders Amended, Modified, Canceled or Revoked
D. Transportation Before Orders Issued
- U5445** **Excess Cost Collection**
- U5455** **POV Transportation Under Unusual or Emergency Circumstances**
A. Official and Personal Situations
B. Member Reassigned from OCONUS PDS to Which Dependent Travel is Authorized to an OCONUS PDS to Which Dependent's Travel is not Authorized Before the POV is Transported from A CONUS VPC/Port
C. Incident to Alert Notice
D. PDS Evacuation
E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
- U5456** **Transportation Incident to Divorce**
- U5457** **Time Limitation for Transportation of a POV**
A. Incident to Separation from Service or Relief from Active Duty
B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program
C. Incident to PCS
- U5460** **Care and Storage**
- U5461** **Rental Vehicle Reimbursement When Motor Vehicle Transported at Government Expense Arrives Late**

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL

A. Transportation for Survivors of Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:

- a. the member's spouse;
- b. children who are unmarried and
 - (1) under 21 years of age;
 - *(2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

2. Entitlements

a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.

b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.

c. Other Cases. For cases not covered by par. U5242-A2b, see par. U7205.

3. Travel and Transportation Allowance

a. General. Survivors traveling under this subparagraph are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind or Government-procured transportation.
- (2) reimbursement for the cost of personally procured commercial transportation,

- (3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A3a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in par. U5242-A3a(3).

b. Per Diem Allowances While Traveling and at the Funeral and Burial Site. Surviving dependents traveling under this paragraph are entitled to per diem computed using the lodgings plus method in par. U4125. The per diem payable must not exceed the appropriate rate in either <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with par. U5242-A2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-C is authorized in connection with travel under this subparagraph.

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in par. U4252-B2 of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.

3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

U5243 TRANSPORTATION OF STUDENT DEPENDENTS

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents, as defined in this subparagraph,

1. attend a dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or
2. attend, or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is entitled

to transportation of minor dependents between such schools and their places of residence as provided in this subparagraph. The transportation allowance authorized is transportation in kind, or reimbursement therefor as prescribed in par. U5203-A, first itemization, item 2, or a MALT as prescribed in par. U5203-A3. *No per diem is payable unless otherwise indicated.* Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in this subparagraph.

B. Dependent Students Attending Dormitory DoDEA Schools

1. Definitions. The following definitions are specific to this subparagraph.

a. Dependent. A "dependent" in this subparagraph (20 U.S.C. §932) is a minor individual who:

- (1) has not completed secondary schooling; and
- (2) is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from the member.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 U.S.C. §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round-trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is entitled to three round-trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to Other Than the Member's Residence

(1) Members entitled to transportation under this subparagraph for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Government's transportation cost from the DoDEA school to the member's residence by the authorized mode.

NOTE: For this subparagraph, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is

a. Government-owned/procured (on a space-required basis),

b. reimbursed (see par. U5203-A2), or

- c. a MALT (see par. U5203-A3).

NOTE: See Chapter 3, Part B, for transportation procurement.

5. Per Diem. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA-selected school) on the first and final trip of each school year.

C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

- a. a student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), and
- b. one or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in FTR, Volume 1
- c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in FTR, Volume 2.

D. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subparagraph.

a. Formal education is

- (1) a secondary education;
- (2) an undergraduate college education;
- (3) a graduate education pursued on a full-time basis at an institution of higher education (20 U.S.C. §1001); and
- (4) vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 U.S.C. §1002(c)). A "postsecondary vocational institution" means a school that:
 - (a) provides an eligible program of training to prepare students for gainful employment in a recognized occupation;
 - (b) has been in existence for at least 2 years; and
 - (c) is accredited by an organization recognized by the Secretary of Defense.

NOTE: The definition of "DoDEA school" in subpar. U5243-A1b does NOT apply to this subparagraph.

- b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in

Appendix A, who is under 23 years of age and:

- (1) attends or will attend a school in the U.S. to obtain formal education, or
- (2) graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: Student dependents who are separated from their school in the U.S. and who have not previously traveled at Government expense to the member's OCONUS PDS are not precluded from traveling on the member's PCS entitlement to the member's PDS under this Part.

2. Transportation Entitlement—A member is entitled to one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct – 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. ***NOTE: Entitlement to a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***

3. Limitations—This subparagraph does not apply to a member:

a. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;

*b. who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if:

(1) the child is eligible to attend a secondary school for dependents that is located at/or in the vicinity of the member's PDS and is operated under the Defense Dependents' Education Act of 1978 (20 U.S.C. §921), or

(2) the member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;

c. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or

d. who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

4. Travel to a Location Other than the Member's OCONUS PDS

a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.

b. Travel Performed at Personal Expense

- (1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.
- (2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.

c. Government-Procured Transportation Not Available

- (1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.

* (2) Pars. U3125-B and U3125-C apply to dependent student travel.

- (3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

- a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.
- b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government's cost had Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

*A. General. Not more than two family members of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is:

1. transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;
2. transferred by PCS to serve an OCONUS dependent restricted tour;
3. transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);
4. permanently assigned aboard a vessel or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the vessel or afloat staff is so specified; or
5. transferred by PCS to a vessel or afloat staff referred to in item 4 after it has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;
2. any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;
3. a nonforeign OCONUS area to which dependent transportation is authorized/approved under par. U5222-C4b; U5222-D1b, or if authorized/approved through the Secretarial Process;
4. the OCONUS location to which dependent transportation has been authorized/approved under par. U5222-C4c or U5222-D1c or U5222-D1d. (Subsequent entitlement is measured from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent 12 years of age or older and 175 pounds for each dependent under 12 years of age.
5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

*Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the effective date of the orders, may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is transferred by PCS from an OCONUS PDS to:

1. an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

2. a unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);
3. a vessel or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the vessel or afloat staff is so specified; or
4. a vessel or afloat staff referred to in item 3 after it has been so specified;

the member is entitled to HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;
2. any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;
3. designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;
4. an OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;
5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. the member is ordered on PCS to an OCONUS to which HHG transportation is authorized,
2. the member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization, or
3. such vessel, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation to the member's current PDS from the place to which transported under items 1 through 4 of the second itemization is authorized. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS orders from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is entitled to HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is entitled to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at

the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior specified location to the new PDS, or from the old PDS to a specified location. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior specified location, or from the old PDS to a specified location. When partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior specified location to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.
2. Homeports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:
 - a. from old homeport to the new homeport;
 - b. from a former PDS to the new homeport;
 - c. from a previously designated place to new homeport;
 - d. from NTS to the new homeport;
 - e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport. When a member departs from/arrives at a vessel, afloat staff, or afloat unit while deployed away from the homeport unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed. A member assigned to a vessel, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a homeport change, is entitled to HHG transportation or NTS in par. U5350-G2. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a homeport change is entitled to the HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new homeport shall not be made when a member receives PCS orders, directing detachment from the unit undergoing the homeport change, before the HHG are transported to the new homeport.

J. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is entitled to HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. (See par. U5317, item 7.)

U5355 LOCAL SHORT DISTANCE MOVES

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances are authorized within the same city, town, or metropolitan area upon:

1. reassignment or PCS (par. U5355-B),
2. moving to/from Government quarters (par. U5355-C),

3. vacating local economy housing under certain circumstances (par. U5355-D1),
4. involuntary tour extension (par. U5355-D2),
5. separation (par. U5360-F and par. U5355-B4),
6. retirement (par. U5365-G and par. U5355-B4), or
7. death of the midshipman or cadet owner (par. U5370-E).

B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2 through U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS – NOT A PCS. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DoD not lower than the gaining installation/ship commander (O-5 or above)) certifies that the member's household relocation is:

- a. mission essential,
- b. in the Government's best interest, and
- c. not primarily for the member's convenience.

The short distance HHG move must be to a residence from which the member will commute daily.

NOTE: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. This subparagraph also does not apply to retirement or separation from the Service.

2. PCS between PDSs Located in Proximity. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not lower than the gaining installation/ship commander (O-5 or above)) certifies that the member's household relocation is:

- a. mission essential,
- b. in the Government's best interest, and
- c. not primarily for the member's convenience.

Duty stations are in proximity to each other if:

- a. both are in an area ordinarily serviced by the same local transportation system, or
- b. a member could commute daily from home to either PDS.

The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

13. Separation from the Service or relief from active duty (par. U5360).	13. As prescribed in par. U5360-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).	14. As prescribed in par. U5365-C.
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C2).	15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).	16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. U5372-D3a).	17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (see par. U5012-I).
19. Member is declared dead while in a missing status (par. U5372-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. U5372-E).	20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. U5380-C).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Government quarters (par. U5380-G1a).	22. Date member is ordered to relinquish Government quarters.
23. Assignment to Government quarters is terminated or member is required to vacate Government quarters temporarily (par. U5380-G1a).	23. Date member is subsequently assigned to Government quarters or to other quarters under the jurisdiction of a Service, is authorized to return to previously vacated or similar Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate other quarters under the jurisdiction of the Service (par. U5380-G1b).	24. Date member is authorized to reoccupy these quarters, is assigned Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.

25. Installation of Government owned furniture and appliances which displace similar privately owned items in Government quarters or other quarters under Service jurisdiction (par. U5380-G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time not to exceed member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

***U5385 ADVANCE OF FUNDS**

Except for USPHS, advance payment of an operating allowance is authorized for personally-procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

- a. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
- b. A monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.
- c. 60% of the monetary allowance under par. U5320-D2b.

1. personally procured POV transportation was based on erroneous advice of a representative of the Government (Reimbursement under this item shall not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)); or
2. a POV is transported on oceangoing car ferries in connection with a PCS between an OCONUS PDS and a CONUS PDS, or between two OCONUS PDSs provided:
 - a. the use of such service is authorized in the orders concerned;
 - b. commercial shipping services are used; and
 - c. when foreign registered carriers are used, the statement relating to the nonavailability of U.S. registered vessels required by pars. U3125-C4 and U3130-F3 is attached to the reimbursement voucher.

Additional authority exists for reimbursement under other circumstances (see par. U5455-E).

U5435 PORTS USED

A. Designation of Ports. The Service concerned designates ports to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports. Transportation may be between ports other than the designated ports (i.e., between alternate ports), provided the member reimburses the Government for any excess cost involved. An alternate port shall be in the same country as the designated port, unless an alternate port in a different country is authorized/approved by the Secretarial Process. Secretarial process authorization/approval is not required to select an alternate CONUS port from which to ship a POV.

C. Transshipment from a Designated Port. A POV transported from an OCONUS port to the designated CONUS port, may be transshipped to another CONUS port if:

1. the PCS orders are amended or modified before the member takes delivery of the POV at the designated POV unloading port;
2. transshipment is authorized by the Secretarial Process;
3. the member agrees to reimburse the Government for the cost of the transshipment; or
4. direct ocean service is not available from the designated POV loading port to the designated POV unloading port in a reasonable amount of time after delivery of the POV.

***U5440 FACTORS AFFECTING POV TRANSPORTATION**

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at Government expense may, upon assignment to a new PDS where a shipping entitlement exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation entitlement, to the POV unloading port/VPC serving the new PDS; or
2. present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater entitlement.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C (if applicable see par. U5410-A) or in connection with authorized POV storage in Chapter 5, Part E2.

B. Shipping Error. A POV, shipped by the Government to a wrong destination, shall be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of PCS orders may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if PCS orders are later amended, modified, canceled, or revoked.

D. Transportation Before Orders Issued. Transportation of a POV is permitted (see pars U5710-A and U5415-B), before PCS orders are issued to an eligible member, provided the request is supported by a:

1. statement from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued;
2. written agreement signed by the applicant to remit the entire cost of transportation if PCS orders to authorize transportation are not issued later;
3. written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the orders is different than that named in the statement required in par. U5440-D1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders are issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty, etc.) may not be considered as advice that the orders will be issued (52 Comp. Gen. 769 (1973)).

U 5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U 5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. ordered on PCS to an OCONUS PDS, and
- b. who, in anticipation of the dependents accompanying or joining, ships a POV to the OCONUS PDS,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the shipment when it is determined the return shipment is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Entitlement on Next PCS. ***A member who has transported a POV under par. U5455-A1 has no further POV transportation entitlement on the PCS from that PDS.***

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

*(1) Except when paid station allowances under par. U7150-H2, a member away from home for other than training purposes who is called to active duty for:

- (a) a period of 140 or more days, or
- (b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) unusual circumstances,
- (d) emergency circumstances, or
- (e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C. §6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other reserve component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).***

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

- a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,
- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles $(38 - 18) @ \$0.345 = \6.90 .

Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (round trip) $@ \$0.345 = \5.52 .

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

U9107 MIHA

A. General. In most cases, members are entitled to MIHA if they are entitled to OHA. Instructions for completing DD Form 2556 and/or DD Form 2367, which must accompany all MIHA claims, are in Appendix N. MIHA/Miscellaneous expenses are reported by members residing in privately leased quarters annually via a mail-out survey. The instructions for completing the annual survey is mailed to each country's allowance coordinator, as referred to in Appendix M, par. D. These instructions, entitled Annual Housing Report Instructions, can be found at the end of the Introduction to Appendix K, and should be given the widest possible dissemination. To ensure that proper allowances are set, accurate, uniform and complete reporting of costs is essential.

B. MIHA Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. The purpose of MIHA is to defray costs associated with occupying privately leased/owned quarters covered by the OHA program.
- *3. There is no MIHA entitlement when:
 - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
 - b. a member executes a PCS but remains in the same dwelling place;
 - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or U5355-B6 (Retirement).
4. A member who was eligible for Initial/Terminal Occupancy Allowance through 31 August 1993 is not entitled to MIHA unless a PCS move is made with subsequent OHA entitlement or is covered by a special rule in par. U9107-B5c.
5. There are three types of MIHA payments. They are:
 - a. MIHA/Miscellaneous. Reflects average expenditures made by members to make their dwellings habitable. This lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in dwellings OCONUS. The amount payable is in Appendix K. This amount, determined from members' actual expenses, is computed based on expenses reported to PDTATAC each year. Only one payment is authorized at a PDS unless par. U9107-B7 applies.
 - b. MIHA/Rent. Homeowners are ineligible. This covers reasonable rent-related expenses in total. These are fixed, one-time, nonrefundable charges levied by the landlord, the landlord's agent or a government which a member must pay before or upon occupying a dwelling place. Examples are real estate agent's fees, redecoration fees, and one-time lease taxes. Advance rental payments or refundable deposits are not covered. Recurring costs also are excluded. Any expenditure considered unreasonable by the authorizing/approving official must be disallowed in part or total.
 - c. MIHA/Security. Covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist and/or criminal threat. Qualifying areas and additional rules are listed in Appendix N, par. B4. All members eligible for OHA are covered by MIHA/Security (subject to rules in this paragraph and Appendix N, par. B4) provided expenses are incurred on or after 1 September 1990. Examples of permissible items are security doors, bars, locks, lights, and alarm systems. Expenditures which are not related to the physical dwelling, such as for personal security guards or dogs, are not covered.

6. All members entitled to MIHA shall receive MIHA/Miscellaneous. To obtain this entitlement, the "Housing Officer or Appropriate Official" shall check the appropriate boxes in question 11a of DD Form 2367. For the selected members who have qualifying rent or security related expenses, DD Form 2556 must be completed (see special rules for MIHA/Security in Appendix N, par. B4).
7. An eligible member is authorized MIHA for only one dwelling place during a tour at a PDS unless a Government-funded short distance move occurs and the member occupies another dwelling covered by OHA.
8. Members classified as sharers and entitled to MIHA are entitled to a full MIHA/Miscellaneous. In the case of MIHA/Rent and MIHA/Security, however, only one sharer may claim any individual expense (see special rules for MIHA/Security in Appendix N, par. B4).
9. If appropriate receipts/documents are not provided, claims for MIHA/Rent and/or MIHA/Security must be rejected.

U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. General. Except when:

1. a MALT PLUS is payable on the day of arrival; or
2. prohibited for noncommand-sponsored dependents by par. U9109-B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate,
2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

for departure or when the member is to depart on a day the paying office is closed, the member may be paid TLA for up to 3 days immediately before departure based on the computation period immediately preceding the days to be covered. However, payment may not be made if member was not in a TLA status immediately before the period for which the advance payment of TLA was required.

B. Dependents Depart Before Member. When dependents depart an overseas PDS before the member, TLA is authorized for the member and dependents when they meet the conditions in par. U9201-A. The period of entitlement incident to the dependents' departure shall not exceed the last 10 days before the last dependent departs, and shall not begin earlier than the issue date of the PCS orders, or official alert notice, as applicable. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as prescribed in par. U9204-A.

C. Delayed Departure. When the period authorized by par. U9204-A has begun and actual departure is delayed through no fault of the member (to include dependents' delay due to the member's death, see par. U9104) or dependents, TLA may be authorized/approved by the approving authority (see par. U9200), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent housing is required to be relinquished more than 10 days before the estimated date of departure, the approving authority (see par. U9200) may authorize/approve TLA beginning the day such housing is relinquished for reasons such as the following:

1. the transportation officer considers it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other such requirements related to HHG shipments;
2. expiration or termination of lease or rental agreement occurs after a member is in receipt of PCS orders or alert notice;
3. housing is withdrawn from the market by landlord;
4. acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances make continued occupancy of permanent-type housing inadvisable;
5. the member is required by lease, custom, or law to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. the lease, custom, or law requires that housing be surrendered at fixed dates more than 10 days before scheduled departure;
7. housing authorities require the member to vacate permanent residential housing for the convenience of the Government to permit its readying for and/or assignment to another member;
8. the major overseas commander determines that permanent housing must be relinquished under circumstances or for reasons other than those stated in pars. U9204-D1 through U9204-D8.

The principles in par. U9201-B2 must be applied in determining the need for the allowance under this subparagraph. The allowance is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the major overseas commander.

E. Member Detaches from a Ship Away from Homeport. When a member detaches on PCS orders from a ship homeported outside CONUS while the ship is away from its homeport and returns from the ship to the homeport, such member is entitled to TLA in the member's own behalf unless entitled to per diem. If the member is entitled to per diem at the homeport, no entitlement to TLA exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9207-A.

F. Period of TDY or Deployment While Away from Old PDS. A member receiving TLA preceding departure on PCS, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport of the ship, staff

or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's claim must be annotated with, or have attached, certification that the quarters were retained because of military necessity and not because of the member's personal choice or convenience.

G. Entitlement Before Orders Issued. A member is entitled to TLA before PCS orders are issued, provided the voucher is supported by a statement from the PCS order-issuing official, or the designated representative, that the member was advised before the PCS orders were issued that such orders would be issued. The length of time before the PCS orders are issued during which a member may be advised that the orders shall be issued may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the orders are actually issued. General information that may be furnished the member concerning the issuance of orders before the determination is made to actually issue the orders, such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from overseas duty, etc., may not be considered as advice that the orders are to be issued (52 Comp. Gen. 769 (1973)).

H. Entitlement During Period of Hospitalization. A member who is receiving TLA preceding departure on PCS and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's claim must be annotated with, or have attached, certification that the quarters were retained because of the hospitalization and not because of the member's personal choice or convenience.

U9205 EFFECT OF LEAVE OR PERMISSIVE TDY ON ENTITLEMENT TO TLA

TLA is not payable for any day a member is on leave away from the vicinity of the PDS or while on permissive TDY, except when one or more dependents remain in the vicinity of the PDS. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of the period of entitlement pending return is not authorized.

U9206 OLD AND NEW PDSs IN CLOSE PROXIMITY OR IN SAME COUNTRY

A. General. Except as provided in par. U9206-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA entitlement.

B. New PDS Within Commuting Distance. When a member's new PDS is within commuting distance of the quarters occupied while at the old PDS, the member is not entitled to TLA unless the member's commanding officer approves the occupancy of temporary lodgings based on a change of residence being necessary for reasons beyond the control of the member.

U9207 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member shall not be counted for any day during which the member is not entitled to TLA in the member's own behalf (par. U9202-B and U9202-C).

*2. Payment of Extra Room Charge. Except as provided in pars. U9207-C and U9207-D, when the member and/or dependents check into or out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the calendar day of checking-out, the rates of 65 percent, 100 percent, 35 percent, and 25 percent shown in par. U9207-E are 97.5 percent, 150 percent, 52.5 percent, and 37.5 percent, respectively, for the calendar day of checking-in or the calendar day preceding the day of checking-out.

B. Temporary Lodging Not Available at PDS. When Government or commercial temporary lodgings are not available at the PDS and the member must obtain Government or commercial quarters at a nearby place, the maximum daily amount of TLA is determined by multiplying the per diem allowance in <http://www.dtic.mil/perdiem/opdrform.html> for the place at which such accommodations are secured by the percentage in par. U9207-E. Payments made under this subparagraph are supported by a statement of the member's commanding officer, or an officer designated by the

3. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: *In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.*

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. owned by an agency;
2. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

***GOVERNMENT MEAL RATE**

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2001.

1. Discount Government Meal Rate: \$6.75 per day
2. Standard Government Meal Rate: \$8.10 per day

NOTE: *Also see DISCOUNT GOVERNMENT MEAL RATE.*

GOVERNMENT MESS. *See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodation owned, operated, or leased by the U.S. Government;
2. lodgings or other quarters obtained by U.S. Government contract;
3. quarters in a state-owned National Guard camp;
4. sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;
5. temporary lodging facilities as defined in this Appendix;
6. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
7. family-type housing owned or leased by the U.S. Government.

NOTE 1: *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.*

NOTE 2: *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.*

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. **NOTE:** *Members, traveling together under orders directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.*

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and the NOTE 1*) associated with the home and all personal effects (see **NOTE 1**) belonging to a member and dependents on the effective date (see **NOTE 2**) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: *See par. U5310-E for articles involving weight additives.*

NOTE 2: *HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.*

1. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
- b. spare POV parts (see definition in this Appendix) and a pickup tailgate when removed;

APPENDIX T*STANDARD DATA ELEMENTS FOR TRAVEL****(Traveler Identification)**

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Site visit	
	Information meeting	
	Training attendance	
	Speech or presentation	
	Speech or presentation	
	Conference attendance	
	Relocation	Same as change of official station.
	Entitlement travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	City, State, Zip	The geographical location where traveler resides, if different from official duty station.
Payment Method	EFT Treasury Check Imprest Fund	Direct deposit via electronic funds transfer.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

STANDARD DATA ELEMENTS FOR TRAVEL**(Commercial Transportation Information)**

Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	

**STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
(Accounting & Certification)**

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim responsibility" statement.
	Date	Date traveler signed "fraudulent claim/responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

